

SMOOTH EXITS: THE ULTIMATE HR OFFBOARDING CHECKLIST

Pre-Offboarding Preparation

- ☐ Confirm employee's last working day
- ☐ Notify IT, Payroll, and relevant departments
- ☐ Gather a list of all assigned equipment (laptops, phones, monitors, etc.)
- ☐ Confirm addresses for equipment retrieval (especially for remote/hybrid employees)
- ☐ Review employee access to internal systems, platforms, and tools

Equipment Retrieval

- ☐ Schedule equipment pick-up with Remote Retrieval or internal courier

- ☐ Ensure device pick-up confirmation is shared with HR and IT
- ☐ Record all returned devices in the inventory log
- ☐ Flag any missing or damaged equipment

Data Security & Access Management

- ☐ Disable email and internal system access
- ☐ Revoke access to shared drives, collaboration tools, and cloud platforms
- ☐ Ensure all company data is backed up (if needed)
- ☐ Initiate certified data destruction process
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- ☐ Use multipass software for devices to be reused/resold
- ☐ Use physical destruction (shredding, degaussing, or drilling) for retired devices

- ☐ Request a certificate of destruction/report for compliance

Final HR Tasks

- ☐ Conduct exit interview (optional but recommended)
- ☐ Settle final payments, benefits, and dues
- ☐ Send formal offboarding email with next steps and return confirmations
- ☐ Remove employee details from HRIS and internal directories

Post-Offboarding Wrap-Up

- ☐ Document the offboarding for auditing and internal records
- ☐ Review what went well/what can improve
- ☐ Archive offboarding reports and data destruction certificates